

## **WAYS AND MEANS COMMITTEE RULES**

### **2023-2024**

- (1) The Committee shall convene, recess, suspend, or adjourn only upon the order of the Chair.
- (2) A quorum for the full Ways and Means Committee shall be seven (7) members. A quorum for all Subcommittees shall be three (3) members. No meeting of either the full Committee or any Subcommittee shall proceed without the requisite quorum.
- (3) A bill, resolution, or other matter assigned to the Committee may be assigned to subcommittee by the Chair.
- (4) Unless otherwise directed by the Chairperson or Subcommittee Chairperson, the time and place for a subcommittee hearing on a bill, resolution, or other matter pending before the Committee will be designated only after request for such hearing by the author of the bill or resolution is received by the Subcommittee Chair and copied to the committee policy analyst and administrative assistant with a .pdf version of the bill.
- (5) A bill, resolution, or other matter may be considered by a Subcommittee and, subject to passage by the Subcommittee, by the full Committee only after presentation by its principal author or a legislator whom he or she designates.
- (6) The Chairperson, subject to his/her discretion alone, shall have the singular authority to determine measures to be placed on any meeting agenda and the order in which items are to be considered.
- (7) The rules may be amended only upon motion duly made and subsequently approved by a majority of all the members of the full Committee.
- (8) In accordance with House Rule 11.3, the Speaker, Speaker pro Tempore, Majority Leader, and Majority Whip shall be ex officio members of the Committee and all Subcommittees.
- (9) In accordance with House Rule 11.4, the Chairperson and Secretary of the Committee on Appropriations shall be an ex officio member of the Committee on Ways and Means.
- (10) The Chairperson, Vice-Chairperson, and the Secretary of the full Committee, and each Subcommittee Chairperson shall each be an ex-officio member of any and all Subcommittees.
- (11) In the event of a Subcommittee Chairperson's absence, conflict, disqualification, or other inability to Chair a Subcommittee meeting, any Officer of the Committee, or any other Subcommittee Chair shall qualify to chair such meeting.

- (12) The Chairperson, either directly or through the Committee Staff, shall provide advance notice to the Committee Members and their respective administrative assistants, via electronic mail, regarding the intention of the Committee to hold any and all Committee or Subcommittee meetings.
- (13) The Chairperson, subject to his/her discretion alone, shall have the singular authority to appoint any special Subcommittee of the Ways and Means Committee as he/she deems necessary to study or hold meetings on legislation assigned to or otherwise pending before the Ways and Means Committee.
- (14) Measures which have a significant impact on the revenue of the State must include a proper estimate in writing of the dollar amount which the measure, if enacted, would increase or decrease the income of the State.
- (15) The Chairperson, subject to his/her discretion alone, shall have the singular authority to request any and all pertinent estimates and research on behalf of the Committee.
- (16) The Chairperson, subject to his/her discretion alone, shall have the singular authority to determine the germaneness of any proposed amendment and/or substitute.
- (17) All regularly scheduled full Committee meetings should be held, if at all, on a Thursday. The Chairperson, subject to his/her discretion alone, shall have the singular authority to alter the regularly designated full Committee meeting days.
- (18) During Committee meetings and Subcommittee meetings, Committee members and those in the audience shall turn off or place in silent mode all cell phones, pagers, and similar devices that have the capacity to make noise, vibrate, or otherwise have potential to cause any disruption, delay, or distraction immediately prior to, during, and immediately after any official proceedings of the Committee or Subcommittee.
- (19) Prior to being recognized to speak, witnesses who wish to address the Committee, or any Subcommittee, and who are not on the agenda must sign in so that Committee Staff may notify the Chairperson of their desire to speak. The Chairperson, subject to his/her discretion alone, shall have the singular authority to allow or deny all requests to testify before the Committee. No witnesses will be allowed to address or speak to the Committee during the meeting without the express consent and direction of the Chair.
- (20) Any witness on the meeting agenda who submits written evidence for the Committee's consideration must provide a .pdf version of said evidence prior to the meeting so that it may be made available to the committee members. No signs not part of a presentation on the agenda will be allowed in the meeting room.
- (21) When debating any questions, no member of the Committee shall occupy the floor longer than a time to be determined by the Chairperson unless otherwise ordered by the Chair. The Chairperson may disconnect any Committee member's microphone if he or she is determined to be out of order, or if his or her allotted time has expired.

- (22) These rules shall apply to all standing Subcommittees and special Subcommittees of the Committee. During meetings of Subcommittees, the Chairperson or presiding officer of the meeting shall have the same responsibilities and authorities as the Chairperson of the full Committee in executing his or her obligations.
- (23) Members and those in the audience shall abide by the decorum rules contained in the Rules, Ethics, and Decorum of the House of Representatives.
- (24) The Rules of the House shall govern in any case not provided for in the committee rules.